

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**CHIEF OF POLICE
POLICE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs professional law enforcement work as administrative head and chief executive officer of the City Police Department. Reports to the Assistant City Manager and serves at the pleasure of the City Manager.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs highly responsible administrative and professional law enforcement work directing the operations of the City Police Department. Work involves protecting lives and property in the City through the organization and direction of all police functions, including patrol, investigation, enforcement and victims assistance. Employee is responsible for developing short- and long-range plans for the Department to meet law enforcement needs, creating and administering the department budget, and monitoring expenditures. Employee is also expected to maintain a high profile in the City and in the public, and to attend meetings and public gatherings to explain the activities of the Department and to cultivate favorable public relations. Employee must exercise considerable initiative and analytical judgment to ensure proper development and administration of Department programs and operations. Employee must also exercise tact, courtesy and fairness in frequent contact with public officials and the general public. Work is performed under broadly outlined objectives and limited supervision of the City Manager's Office, and is evaluated in terms of perceived effectiveness of, and trust in, City law enforcement programs.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, organizes and directs, in conference with subordinate management personnel, the progress and activities of the Police Department, including development of short- and long-range plans for development of programs; directs and supervises subordinate managerial personnel engaged in administrative, operational and technical aspects of departmental operations and the supervision of a large staff of law enforcement and supporting technical and clerical personnel.

Directs and participates in preparation of annual Department budget proposal and in the control and expenditure of appropriations; reviews and approves of grant applications.

Confers with City Manager, City Council, department directors and department personnel, as

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appropriate, to resolve problems and complaints, clarify policy, etc.; attends Council and department director meetings as staff and provides input or responds to inquiries, as appropriate.

Develops and implements Department policies, procedures and regulations in conference with subordinate management personnel, and prepares written directives for distribution; appraises Department activities and takes necessary steps to improve police operations.

Directs the preparation and ensures timely submission of recurring and special reports on Department operations and activities.

Receives and investigates complaints pertaining to conduct of Department personnel, programs, procedures, etc., interviewing various parties and reviewing reports, and preparing verbal and/or written responses and recommendations, as appropriate; prepares reports for City management or Council, as requested or otherwise deemed appropriate.

Administers all personnel matters in Department, in consideration of reports and recommendations from management and command subordinates, including hiring, training, assigning, appraising and disciplining, etc.; submits records and reports as required by City management and/or Council.

Serves as representative of Department to City, community and/or state boards or commissions, attending meetings and participating in other activities of such groups, as appropriate; attends various community functions, preparing and delivering appropriate speeches and developing rapport with various community leaders and the general public as appropriate to facilitate positive image of Department and its programs.

Makes oral presentations to various civic, church, school, business or other groups, as appropriate, on such topics as crime and crime prevention, law enforcement and Department activities.

Assigns, directs and supervises activities of a clerical assistant, Police Major and appropriate program administrators, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems and unusual situations arise.

Cooperates with other local, state and federal law enforcement officials and agencies in the apprehension and detention of wanted persons.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern law enforcement methods and practices, and the principles and practices of law enforcement administration.

Thorough knowledge of Department rules and regulations and of the applicable federal, state and local laws and ordinances.

Thorough knowledge of the standard practices, materials, techniques and equipment used in law enforcement.

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Thorough knowledge of the principles of public administration and their application to law enforcement administration.

Thorough knowledge of the principles of supervision, organization and administration.

Thorough knowledge of the current literature, trends, and developments in the field of law enforcement administration.

Considerable knowledge of the standards by which the quality of police service is evaluated.

Skill in analysis of complex administrative and technical police problems.

Ability to compile and analyze crime statistics and related data and, based on such information, to develop appropriate law enforcement program goals and objectives.

Ability to plan, develop, implement, direct, supervise, monitor and modify a comprehensive, goal-oriented law enforcement program.

Ability to plan, assign, and supervise the activities of subordinates in multiple programs and to instruct them in proper work methods and procedures.

Ability to analyze complex administrative and technical law enforcement problems.

Ability to express ideas effectively orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to exercise tact, courtesy and firmness in frequent contact with the general public.

Ability to provide leadership and work in a consulting capacity with a variety of public officials at various levels of authority and influence.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in law enforcement administration, criminal justice, public administration, or a related field, master's degree in a field as named above is highly preferred, and 10 to 15 years of progressively responsible experience in law enforcement administrative or command work; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Certification as a Police Officer through the Criminal Justice Education and Standards Commission of North Carolina. Possession of a valid North Carolina driver's license.

*** For additional training requirements see the Department's Standard Operating Procedures Manual.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which

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the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job levels.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 30
Exempt